

Vacancy Details

Personnel Notice:	136-15
Date Announced:	11/09/2015
Closing Date:	12/10/2015
Command:	CNIC
Grade:	GS-15/14
Type:	Counsel & Associate Counsel

The Naval Support Activity (NSA) Bahrain Office of Counsel located in Manama, Bahrain consists of two attorney positions that are both vacant: 1) Counsel, NSA Bahrain; and 2) a newly established non-supervisory attorney billet for which Commander, Navy Installations Command (CNIC) is awaiting the release of appropriations; this is estimated to occur in the second quarter of Fiscal Year 2016. The two positions are within the CNIC Office of General Counsel, which is led by Counsel, CNIC, located in Washington, D.C. The CNIC Office of General Counsel provides commercial and business legal services to the CNIC enterprise that is comprised of eleven regions with a mission to provide consistent, effective, and efficient shore installation services and support to sustain and improve current and future Fleet readiness and mission execution. The CNIC Office of General Counsel operates under the general supervision and coordination of the Department of the Navy Office of the General Counsel (DON OGC). One of the eleven regions is Commander Navy Region Europe, Africa, and Southwest Asia (CNREURAFSWA) located in Naples, Italy, and it has the responsibility for coordinating base operation support for naval commands and activities that operate throughout EURAFSWA. The CNREURAFSWA Office of Counsel provides the full range of DON OGC legal services throughout the region, which includes NSA Bahrain. The NSA Bahrain Office of Counsel reports directly to Region Counsel, CNREURAFSWA.

The Counsel, NSA Bahrain supervises the second attorney, and is responsible for the provision of legal services to the Commanding Officer (CO), NSA Bahrain as well as provision of legal services in support of the CNIC mission at Camp Lemonier, Djibouti, Africa (CLDJ). The non-supervisory attorney will provide legal advice, counsel, and support primarily to the CO, CLDJ. There is an expectation that the incumbent selected for the non-supervisory attorney position will travel frequently to Djibouti, Africa in rotational thirty-day Temporary Duty assignments. The incumbent selected for the Counsel, NSA Bahrain position may need to travel occasionally to Djibouti, Africa as well. Both attorneys will be expected to assist one another in support of both COs, as necessary.

The incumbents for the two positions covered by this Personnel Notice are expected to provide the full range of the DON OGC legal services, including Ethics and standards of conduct, Freedom of Information Act and Privacy Act issues, and other fields of law under the cognizance of DON OGC. Particular emphasis for these two positions is in the OGC practice areas of international law; civilian personnel law (CPL), and installation management law: real/personal property, and environmental law and land use matters, acquisition and fiscal law, and business law matters arising out of morale, welfare and recreation and non-appropriated fund programs. The CPL practice consists of agency representative responsibilities before the Equal Employment Opportunity Commission and Merit Systems Protection Board as well as providing employee relations legal advice and counsel to supervisors and management officials on disciplinary or performance issues.

Travel by the incumbents to CLDJ will involve harsh environmental conditions, minimal infrastructure, and challenging living conditions. Travel may also be required using military aircraft, tactical vehicles, or ships. Visits to some locations may require the incumbent to be vaccinated against various tropical diseases and to take medication to ward off potential maladies. Notwithstanding the above, hazardous duty pay is not authorized.

Both positions have a full performance level of GS-15. The Counsel, NSA Bahrain position will be filled at the GS-15 level. The second attorney position will be filled at either the GS-14 or GS-15 level with the actual grade level of the selectee dependent on the candidate's qualifications and the relevance of their legal experience. To be found qualified and considered for an interview and ultimately for selection under this Personnel Notice, applicants must have at least three-and-one-half years of professional relevant legal experience for selection at the GS-14 level or at least five-and-one-half years of professional relevant legal experience for selection at the GS-15 level.

For both positions, applicants will be evaluated on their: (1) experience in the relevant practice areas; (2) research, analytical, and writing skills; (3) communication skills and ability to establish rapport with a variety of colleagues and peers; (4) ability to develop strong and collaboratively relationships with multi-disciplinary clients; and (5) ability to work both independently and as part of a team. Experience in an overseas environment with a high operational tempo and practicing in the legal areas of emphasis for these positions will be considered a plus, but is not required. Applicants with a demonstrated record of making contributions to the advancement of the DON OGC, or an equivalent legal office or organization, or a law firm community beyond the day to day practice of law of are desired. Attorneys applying for the Counsel, NSA Bahrain (GS-15 Attorney-Advisor (Supervisory)) position also will be

evaluated on demonstration of their leadership, management, and supervisory ability and/or experience.

Each successful candidate must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Interested attorneys may contact Kevin Allison, CNREURAFSWA Region Counsel, at 011-39-081-568-3623 [DSN (314) 626-3623] or M. K. Gagelin, Deputy Counsel, CNIC, at 202-433-4806.

Applicants must submit a cover letter explaining their interest in the position, along with a resume, two writing samples (NO MORE than 10 pages in length each, which may be portion of larger document), two most recent performance appraisals (if available), and the names and telephone numbers of at least three references who can speak to their professional qualifications (other than current supervisors) and whom may be contacted. Applications should include current grade (if applicable), salary requirements, and projected availability. Current federal employees must also provide a copy of their most recent SF-50.

Applicants must clearly specify on their cover letter which position they are applying for: Counsel, NSA Bahrain and/or the nonsupervisory attorney position.

Electronic submissions (MS Word or Adobe ".pdf") are highly encouraged and should be sent to CNICOGCJOBS@navy.mil.

Hard copy applications may be sent to:

Kelvin Mason
Commander, Navy Installations Command (OGC)
716 Sicard Street, SE, Suite 1000
Washington Navy Yard, D.C. 20374-5140

This Personnel Notice will close at 11:59 EST, on December 10, 2015, and applications must be received by that date to be considered.

If the successful applicant(s) is(are) not currently a member(s) of the DON OGC, final appointment and the onboarding process can only commence after submission of those items identified in the "Instructions for New OGC Attorneys," (see <http://www.ogc.navy.mil/careers/documentation.aspx>).

Pursuant to Department of Defense Instruction 1315.19, "Authorizing Special Needs Family Members Travel Overseas at Government Expense," the following notifications are provided:

If an employee brings a child to an overseas location and that child is entitled to attend the DoDDS on a space-required basis under DoD Directive 1342.13, the DoDDS and the Military Department responsible for providing related services shall ensure that the child, if eligible for special education under DoD Instruction 1342.12, receives a free appropriate public education, including special education and related services.

If an employee brings a family member who requires medical or dental care to an overseas location, the employee will be responsible for obtaining and paying for such care. Access for civilian employees and their families to military medical and dental treatment facilities is on a space-available and reimbursable basis only.

The overseas tour of duty for Bahrain is for eighteen months, unaccompanied, or twenty-four months, accompanied, with renewal tours for the same period of time. Under the DON OGC Overseas Assignment Policy attorneys may remain in a position located overseas for up to five years, and possibly beyond, with DON OGC approval and command client concurrence.

For employees with their permanent duty station in Bahrain various overseas allowances are available to eligible employees. Each applicant is encouraged to review the Joint Travel Regulations at <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> and the Department of State Standard Regulations at https://aoprals.state.gov/content.asp?content_id=231&menu_id=92 to determine eligibility for allowances prior to submitting an application. Among the allowances are the following:

A. Advance pay. If you are determined eligible, you may request an advance of your pay up to 3 months base pay or equivalent salary. This is an interest free loan and must be paid back in automatic deductions from your salary within 26 pay periods.

B. Foreign Transfer Allowance (FTA). An allowance given for extraordinary, necessary and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishing him/herself at any post of assignment in a foreign area, prior to departure for such post. The FTA covers those expenses for up to ten (10) days before leaving the United States. FTA provides reimbursement for actual costs of temporary lodging, daily meals, laundry and dry cleaning. Receipts are required for lodging expenses.

C. Temporary Quarters Subsistence Allowance (TQSA). This allowance provides reimbursement for actual cost of temporary lodging (i.e., hotel) and expenses (i.e., meals, laundry/dry cleaning, and grocery to be consumed during the occupancy of temporary quarters) within the first 90 days after arrival in the foreign area and during the last 30 days prior to your departure from OCONUS. The location of the temporary quarters must be within reasonable proximity of the post. Expenses for local transportation and other expenses not directly related to lodging, meals, laundry/dry cleaning of clothes are not reimbursable under TQSA. Hotel/lodging parking fees and pet fees are not reimbursable.

D. Living Quarters Allowance (LQA). LQA is an allowance used to incentivize employees living in the United States to apply for and work in positions located in foreign areas, and is granted to an employee for the annual cost of suitable, adequate living quarters for the employee and his/her family assigned to a foreign area. LQA rates are designed to cover an employee's average cost for rent, heat, light, fuel, gas, electricity, water, and taxes levied by the local government. Applicants may be eligible for LQA in accordance with the Department of State Standards Regulations (DSSR). Currently the LQA maximum rate in Bahrain is \$43,000 for an employee without family member.

E. Post Allowance (PA). PA is a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarter's costs, is substantially higher than in the Washington D.C. area. PA rate is subject to change, or even cancellation, at any time as determined by the State Department. PA is authorized when applicable and may be terminated at any time in accordance with the DSSR. Currently the post allowance percentage in Bahrain is at 15% (based on the basic salary and family members residing overseas).

F. Voluntary Separate Maintenance Allowance (VSMA). VSMA is an allowance to assist an employee to meet the additional expenses of maintaining members of family elsewhere than at the employee's foreign post of assignment. VSMA may be granted to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member(s). At the time of assignment an employee must elect (1) to have a family member included on the employee's travel orders or (2) not placed on the travel orders and instead be placed on VSMA. VSMA MUST BE DETERMINED PRIOR TO ISSUANCE OF THE EMPLOYEE'S PERMANENT CHANGE OF STATION ORDERS.

G. Post differential is designed to provide additional compensation to employees for service at places in foreign areas where conditions of environment differ substantially from conditions of environment in CONUS and warrant additional compensation as a recruitment and retention incentive. Currently Post Differential is at 10% for Bahrain.

Please be aware that the above overseas allowances are subject to change without notice by Department of State. Current LQA and PA rates may be obtained from <http://aoprals.state.gov/>.

Employees will also receive a taxable Sunday Premium Pay, because the workweek in Bahrain is Sunday through Thursday. Additional benefits include accrual of home leave upon completion of 24 months continuous service abroad, and Government funded Renewal Agreement Travel upon the completion your tour of duty and agreement to a tour extension (renewal tour).

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:
https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the

application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.